Parking Permit On-Line Request – early reservation
User Manual

There are 2 convenient ways for you to log in and reserve your parking permit for the upcoming academic semester! Before you begin the process, please make sure you have your vehicle registration documentation in front of you. It is critical that you type the information as it appears on your state issued vehicle registration slip.

Step 1: Log In

Option 1:

1. Log into the your student portal at http://myut.utoledo.edu/
2. On the Student Tab, under "My Other Resources" click on "Request/Update Parking Permit"

Option 2:

1. Log directly into the MyParking website at http://myparking.utoledo.edu
2. Enter your UTAD user name and password

THE UNIVERSITY OF TOLEDO
Please login to MyParking using your campus username and password.
Username
Password
Login
Please have your vehicle registration in front of you before you continue.
NOTICE: If you are having trouble logging into the system click here
© 2011 Adirondack Solutions, Inc. - MyParking v1.5 for Parking Administrator

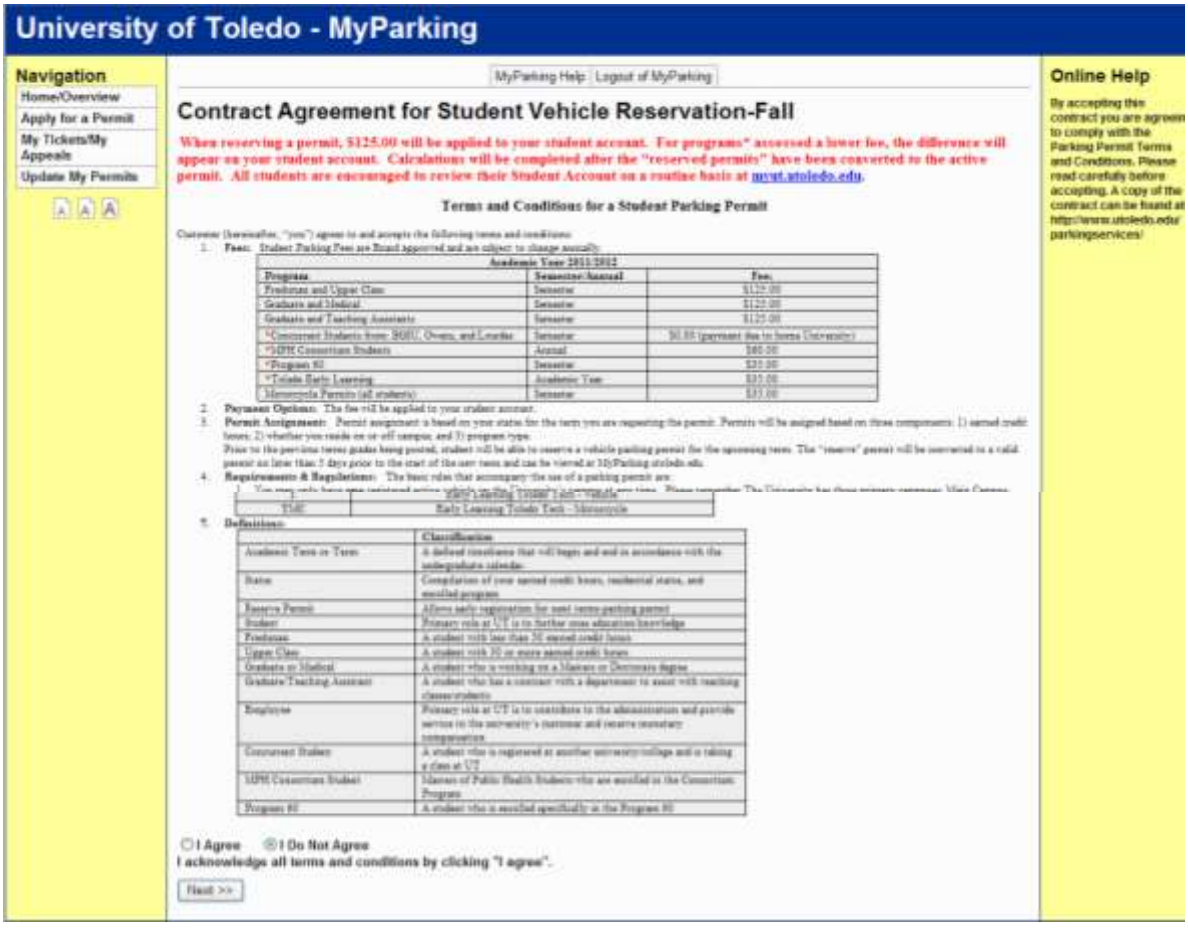
Step 2: Apply for a Permit

1. Click on "Apply for a permit.
2. If you had an active permit the information would display here.

3. Confirm you are requesting a vehicle permit for appropriate semester and then click on “Next

University of Toledo - MyParking
Navigation
Home/Overview
Apply for a Permit
My Tickets/My Appeals
Update My Permits
MyParking Help
Logout of MyParking
Permit Application
Please have your vehicle registration in front of you before you continue.
Please select the application you wish to begin:
Student Vehicle Reservation-Fall (Fee: $125.00)
Next >>
Online Help
Permit Application allows you to view the permits available to you for purchase.

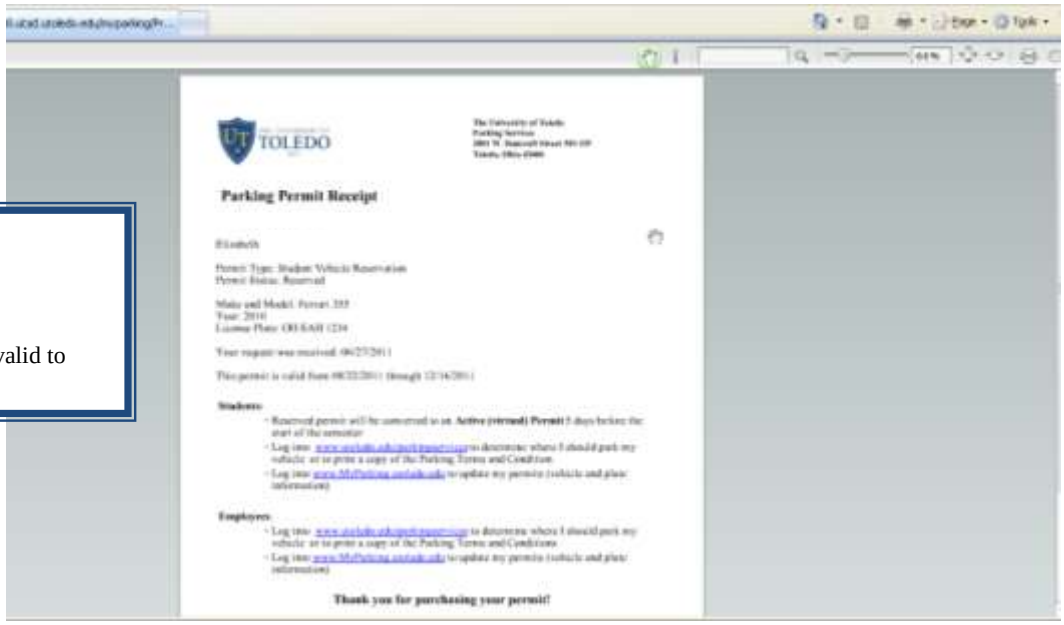
4. Read the entire agreement carefully and then select the “I agree” radial button
5. Then click “Next”


University of Toledo - MyParking
Navigation
Home/Overview
Apply for a Permit
My Tickets/My Appeals
Update My Permits
MyParking Help
Logout of MyParking
Contract Agreement for Student Vehicle Reservation-Fall
When reserving a permit, $125.00 will be applied to your student account. For programs* accessed a lower fee, the difference will appear on your student account. Calculations will be completed after the "reserved permits" have been converted to the active permit. All students are encouraged to review their Student Account on a routine basis at myut.utoledo.edu.
Terms and Conditions for a Student Parking Permit
I Agree
I Do Not Agree
I acknowledge all terms and conditions by clicking "I agree".
Next >>
Online Help
By accepting this contract you are agreeing to comply with the Parking Permit Terms and Conditions. Please read carefully before accepting. A copy of the contract can be found at http://www.utoledo.edu/parkingservices/

6. Complete the permit application, be sure to double check the information you typed. If you miss-type information here it will have a direct impact on whether or not you receive a ticket for not having a permit. When complete click on “Continue”.

Congratulations you have reserved your permit for the upcoming semester. Within 5 days of the semester beginning you may log back into http://myparking.utoledo.edu to view the permit that was assigned to you for that semester.

If you click on the "Print Receipt" or the printer icon you will be able to print the receipt that looks like the one below. Remember you may always log back into http://myparking.utoledo.edu to print a receipt at a later time.



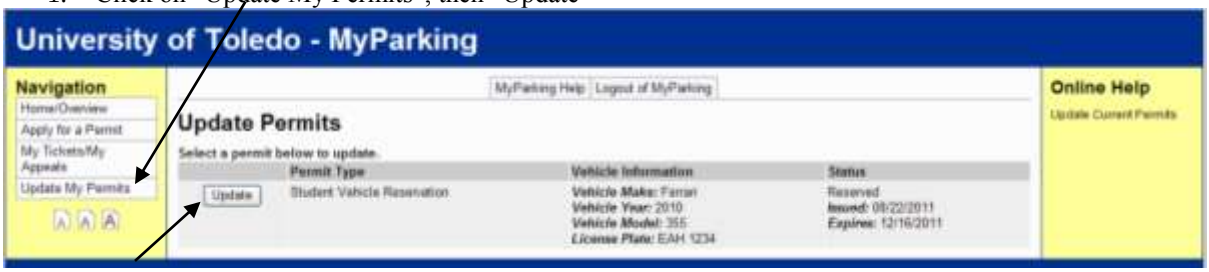
The receipt identifies:

- the requestor
- the vehicle information
- the date requested
- the dates the permit will be valid to and from

7. To review your permit status, you can click on "Home/Overview" and you will view the vehicle information you just entered.

Step 3: Updating your vehicle information

1. Click on “Update My Permits”, then “Update”



2. Update your license plate information and the click “Update My Permit”

3. You will receive confirmation that your permit has been updated – if you wish to see the information click on “Home/Overview”.